

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 11, 1989

ALL-COUNTY LETTER NO. 89-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) ADMINISTRATIVE EXPENSE
CLAIM

This letter provides time study instructions for the January through March 1989 quarter. Included are instructions related to the Independent Living Skills Program (ILSP), which supersede the ILSP time study instructions provided in All-County Letter No. 88-92, and minor editorial changes to the Eligibility and Nonservice Time Study (DFA 43).

SOCIAL SERVICES TIME STUDY (DFA 46)

The ILSP reauthorization included in Public Law 100-647 permits funds to be spent through September 30, 1989 and expands eligibility for services. Previously, only federally eligible Title IV-E foster care children were eligible for services; and, time spent on behalf of nonfederally eligible foster care children was identified to the nonfederal Permanent Placement or Family Reunification Programs. The expanded eligibility includes all foster care youth over the age of sixteen and those youth who have been discharged from foster care custody for no more than six months.

Time spent by CWD social services workers performing ILSP case management activities for children who meet the expanded eligibility criteria is to be identified on the DFA 46, Line DD, ILSP-Administration. Time spent by CWD social services staff providing direct ILSP services for eligible children is to be identified on the DFA 46, Line EE, ILSP-Services.

The CWD staff attending ILSP training are to identify that time on the DFA 46, Line DD, ILSP-Administration. If the training is four weeks or more in length and meets the out-service criteria in the Manual of Policy and Procedures, Division 14, the time spent in training is not time studied.

For Annual Time Reporting Plan (ATRP) Counties, time spent by clerical and administrative support staff performing ILSP administrative activities, such as contract negotiation, is to be identified on the Clerical and Administrative Support Staff Time Study/Time Certification Form (DFA 7) in accordance with each County's approved ATRP. Time spent by non-casework staff providing transportation services is to be reported in the Direct Service Delivery area of the DFA 7 to ILSP-Services. If direct service delivery is not performed full-time, the balance of time is to be reported on the DFA 7 to the level designated in the ATRP.

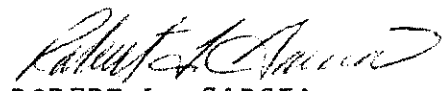
In the eighteen non-ATRP Counties, clerical and administrative support staff time is to be treated as generic for claiming purposes. Time spent by this staff providing transportation services should be recorded in the Direct Service Delivery area of the DFA 7 to ILSP-Services.

ELIGIBILITY AND NONSERVICE TIME STUDY (DFA 43)

In order to facilitate the summarization of hours on the DFA 43, allocable, nonallocable, and daily subtotal lines were added to the bottom of page 1 and to the top of page 2.

In addition, Lines B1 and B2 read "AFDC-Foster Care" rather than "AFDC-FC" to more clearly distinguish this program from the "AFDC-FG/U" Program, Lines A1 through A5.

Any questions regarding this letter may be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.


ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA